

July 8, 2021

Ms. Lourdes B. Cano

Director, ODAHRM

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Cano,

Herewith I send an application letter to express my interest in the position as part-time instructor at the Department of Business and Management.

I am a graduate of Bachelor of Science in Agribusiness at Visayas State University. I had experience over the past 2 years as an Assistant Restaurant Manager at Chowking Heart Center, Diliman, Quezon City specializing in service management. In that position, I'm responsible to monitor, evaluate and analyze the process in the internal operations which includes supervising and iterating staff, understanding customer expectations of and needs from a product, engaging with customers and gathering product feedback, analyzing cause-effect when experiencing bottleneck and considering solution for the bottleneck. Moreover, I also have had teaching experience at the Department of Business and Management as part-time instructor S.Y 2020-2021 in the second semester.

I would love to have this opportunity so that I could share all my knowledge and experiences to my future students if God-willing.

I look forward to an opportunity to meet you and further discuss my qualifications. Thank you for your kind consideration and hope to hear from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lorie Mae', with a long, sweeping underline that extends to the left and then curves back under the name.

Ma. Lorie Mae M. Abasola

